

# MAYOR & COUNCIL AGENDA COVER SHEET

## MEETING DATE:

February 6, 2006

## CALL TO PODIUM:

**Margaret Kee**  
**Human Resources Director**

## RESPONSIBLE STAFF:

**Margaret Kee**  
**Human Resources Director**

## AGENDA ITEM:

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
	Consent Item
	Ordinance
X	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other:

## PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

## TITLE:

Resolution of the Mayor and City Council of Gaithersburg Authorizing the City Manager to Enter Into a Contract with HR Management Partners, Inc., to Conduct a Comprehensive City-Wide Classification and Compensation Study

## SUPPORTING BACKGROUND:

As part of its ongoing commitment to offer competitive salaries to attract and retain qualified employees, the City requested proposals from independent consulting firms to conduct a comprehensive city-wide Classification and Compensation Study. Section 17-2 of the City Code (Personnel Ordinance) establishes that the City Manager has the responsibility for establishing and modifying the classification and compensation plans.

The Personnel Team (City Manager, Assistant City Managers, Human Resources Director and Finance & Administration Director) reviewed all four proposals received and met with the representatives of each company submitting a proposal. Proposals were evaluated on prior experience, references, format of the proposed finished product, and cost.

	Hours To Complete Study	Average Hourly Rate	Cost To Complete Study
<b>DIJ Consulting</b>	494	\$ 60.73	\$30,000
<b>Springsted</b>	190	\$168.42	\$32,000
<b>HR Management Partners</b>	352	\$ 99.38	\$34,983
<b>Hendricks &amp; Associates</b>	288	\$173.59	\$49,995

Based on the proposals and interviews, the Personnel Team unanimously recommends a contract to perform the study be awarded to HR Management Partners. The firm's prior experience, references, and proposal format were excellent; and the total cost to perform the study based on the number of hours to be dedicated to performing the study (average hourly rate) was the lowest.

## DESIRED OUTCOME:

**Approve Resolution**

# Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING  
TO EXPENDITURES FROM THE CITY BUDGET  
(CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: **Margaret Kee**

Date of City Council Meeting: **February 6, 2006**

## AUTHORIZING

Purchase \_\_\_\_\_ Award Contract **X** Transfer Funds \_\_\_\_\_ Negotiate/  
Execute a Contract \_\_\_\_\_

## BID INFORMATION:

Advertisement Date November 2, 2005

Newspaper(s) The Gaithersburg Gazette

Bids Opened/Tabulated (date) November 14, 2005

## DESCRIPTION OF ITEM(S):

(Be specific; include quantity, item name, model number, etc.)

**To Conduct a Comprehensive City-wide Classification and Compensation Study**

## CONTRACTED/PURCHASE FROM:

Company Name: HR Management Partnership, Inc.

Street Address: 604 Flamingo Drive

P. O. Box Number:

City/State/Zip: Madeira Beach, FL 33708

CONTRACT/PURCHASE AMOUNT: \$34,983

Check One: In the Amount of \_\_\_\_\_ Not to Exceed **X**

FUNDS TO BE EXPENDED FROM: Operating Budget **X** Capital Improvements Budget \_\_\_\_\_

Account Number: 1911-536000

(For Finance Department use only; not to be included in the Resolution)

## VERIFICATION OF AVAILABILITY OF FUNDS

Available **✓** Not available \_\_\_\_\_

*Andrew Belton* **2/2/2006**  
Finance Dept. Date

Resolution No. \_\_\_\_\_

RESOLUTION OF THE MAYOR AND CITY COUNCIL  
OF GAITHERSBURG AUTHORIZING THE CITY MANAGER TO  
ENTER INTO A CONTRACT WITH HR MANAGEMENT PARTNERS, INC.,  
TO CONDUCT A COMPREHENSIVE CITY-WIDE  
CLASSIFICATION AND COMPENSATION STUDY

WHEREAS, the City of Gaithersburg recognizes the importance of offering competitive salaries and benefits to attract and retain qualified employees; and

WHEREAS, as part of this ongoing commitment, the Mayor and City Council have determined that, from time to time, it is in the best interests of both the City and its employees for an independent consulting firm to undertake a review of the City's classification and compensation plans; and

WHEREAS, a Request for Proposals was duly advertised and the City's Personnel Team evaluated all proposals submitted to determine the most qualified respondent:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to enter into a contract with HR Management Partners, Inc., 604 Flamingo Drive, Madeira Beach, FL 33708, to conduct a comprehensive city-wide Classification and Compensation Study, in an amount not to exceed Thirty-four Thousand Nine Hundred Eighty-three Dollars (\$34,983); funds to be expended from the Operating Budget.

ADOPTED by the City Council this 6th day of February, 2006.

\_\_\_\_\_  
SIDNEY A. KATZ, Mayor and  
President of the Council

THIS IS TO CERTIFY that the foregoing  
Resolution was adopted by the City Council,  
in public meeting assembled, on the 6th  
day of February, 2006.

\_\_\_\_\_  
David B. Humpton, City Manager